



# CITY OF HOUSTON

## JOB DESCRIPTION

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Job Code: 845.2

Job Title: **PROPERTY AGENT**

Pay Grade: 17

### **GENERAL SUMMARY:**

Performs various functions in negotiating either the sale and/or abandonment of city land interests or acquisition of land and property rights for public improvement projects by purchase, gift, condemnation or dedication. Transactions often involve the sale or acquisition of one property, and sometimes involve the sale or acquisition of a few properties.

### **RESPONSIBILITIES:**

- Investigates properties to be sold, abandoned, exchanged or transferred.
- Negotiates acquisitions/sales with property owners and/or petitioners, the public and city departments by means of personal visits, telephone contacts and correspondence.
- Verifies accuracy of information received on properties; locates owners/heirs/interested parties; reviews title reports and coordinates clearing titles as required.
- Identifies properties and conducts on-site inspections.
- Coordinates efforts with appropriate city departments.
- Prepares and submits packages for Council, the Mayor and the Joint Referral Committee review.
- Reviews appraisals, recommended values, affected improvements, related maps, field notes and surveys. Acquires maps and map revisions when necessary.
- Compiles daily project and parcel activity reports.

### **SPECIFICATIONS:**

#### **KNOWLEDGE:**

Requires an Associate's degree in Real Estate, Business Administration or a related field. Requires a valid Texas driver's license and compliance with the City of Houston's policy on driving

#### **EXPERIENCE:**

One year of experience in real estate or related activities is required.

Pertinent professional experience in real estate or directly related activities may be substituted for the above education requirement on a year-for-year basis.

#### **COMPLEXITY:**

Work consists of standard procedures and tasks where analytic ability is required in following guidelines, policies and precedents.

#### **IMPACT OF ACTIONS:**

Errors in work cause some expense and inconvenience. Work is typically performed under moderate supervision and within standard operating procedures. The incumbent occasionally can function autonomously, with the supervisor available to answer questions as they arise.

## **SPECIFICATIONS: (continued)**

### **SUPERVISION EXERCISED:**

#### **Direct Supervision:**

No direct report employees.

#### **Indirect Supervision:**

No indirect reports.

### **CONTACTS:**

#### **Internal Contacts:**

Level of internal contact is primarily with professionals and supervisors. Interaction involves information exchange and/or simple service activity requiring moderate tact and cooperation.

#### **External Contacts:**

Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction requires considerable tact and cooperation involving somewhat sensitive issues or problems.

### **PHYSICAL EFFORT:**

The position occasionally requires stooping or bending. Occasional very light lifting, such as three or four reams of papers or books (up to 20 pounds or an equivalent weight) may be required.

### **WORK ENVIRONMENT:**

There are occasional minor discomforts from exposure to less-than-optimal temperature and air conditions. The position may involve dealing with modestly unpleasant situations, as with occasional exposure to office chemicals and/or extensive use of a video display terminal.

### **PHYSICAL SKILL:**

Requires the ability to make simple gross motor responses within large tolerances.

### **MISCELLANEOUS:**

All duties and responsibilities may not be included in the above job description.

### **JOB FAMILY:**

Property Agent  
Senior Property Agent  
Real Estate Supervisor

*Effective Date: July 1999*